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| RH_A4+stripcrest_borderMeeting**ESSEX POLICE, FIRE AND CRIME COMMISSIONER FIRE & RESCUE AUTHORITY**Essex County Fire & Rescue Service | **Performance & Resources Board** | Agenda Item |  |
| Meeting Date | 25th March 2019 | Report Number |  |
| Report Author: | GM Ian Adams |
| Presented By | ACFO IRMP and Service Improvement |
| Subject | **HMICFRS Inspection preparations update**  |
| Type of Report: | Information |

# Recommendations

Members of the Performance & Resources Board are asked to note the content of the report.

**BACKGROUND**

All information within the report is linked to Strategic Risk - 150025. Failure to adequately prepare for the HMICRS Inspection.

**DOCUMENT RETURN**

The Service submitted the HMICFRS document return on 28 February 2019. The document return took approximately 160 staff hours to complete. The final submission submitted a total of 147 documents over the 53 question areas as pre-inspection evidence.

The Document return control measure on JCAD is complete and closed with effect from 28th February 2019. The document submissions can be found at Appendix A.

**DATA RETURN**

The Service submitted the 3rd HMICFRS data return on 28 February 2019. The data return took approximately 140 hours to complete. The Service achieved a 98% completion rate. The area we were unable to fully complete is the section relating to 7(2)(d) risk visits which the Service will now take action to address ahead of future returns. The 4th data return is due to be provided in April 2019. These will continue on a six monthly frequency moving forward.

This data return control measure is complete and closed on JCAD with effect from 28th February 2019 .The data submission can be found at Appendix B.

**NEXT STEPS**

**SELF –ASSESSMENT - 1 APRIL**

The draft self-assessment document was presented at Task Force by the Assistant Director (AD) Performance and Data on 14th March 2019 for scrutiny and challenge. The Head of Communications will present this document again to the Service Leadership Team (SLT) on 26th March for further scrutiny, challenge and final amendments.

The document will be submitted to HMICFRS on 1st April 2019.

**DISCOVERY WEEK - 29th APRIL- 3rd MAY**

A draft timetable for the discovery week was agreed at Task Force on 6th March 2019. The timetable has been forwarded to the Service Liaison Lead (SLL) Bill Harvison for agreement.

**STRATEGIC BRIEFING AND PRESENTATION - 24th JUNE**

Weekly dress rehearsal dates are being scheduled with SLT member from 20th May 2019. The strategic briefing will be delivered on 24th June 2019 to the HMICFRS Inspection team. The briefing will take a maximum of 3 hrs.

**FIELDWORK INSPECTION 1st - 5TH JULY**

Work will shortly begin on preparing a draft timetable for the field work week. Group managers from the four command areas have been engaged to assist with developing the fieldwork timetable. This is due to the volume of station visits required within the inspection timetable.

**HOT DEBRIEF 11th JULY**

The 11th July has been agreed with HMICFRS to deliver the hot debrief to the CFO/CEO and PFCC**.**

**TASK FORCE DATES**

On Wednesday 20th March 2019, ACFO Furber, AD Tracy King, Head of Communications Emily Cheyne and GM Ian Adams are holding a planning session to scope out the remaining requirements for the HMICFRS Inspection and Task Force meetings below with the view to making them more focused on key elements of our HMICFRS preparation.

* Thursday 28th March 15:30 FF33 TBC
* Wednesday 3rd April 10:00 FF38 TBC
* Wednesday 10th April 15:30 FF37 TBC
* Tuesday 16th April 15:30 FF33-TBC TBC
* Wednesday 24th April 15:30 FF33 TBC

# Benefits and Risk Implications

Preparing for HMICFRS Inspection has identified areas of strength as well as improvement within ECFRS. The Service Improvement Plan continues to develop identifying 18 areas of Service Improvement.

Data requests will continue on a six-month basis. (April and October 2019).

All Task Force meetings and actions are linked toStrategic Risk -150025**.** Failure to adequately prepare for the HMICRS Inspection.

This approach is designed to mitigate risk by consistently demonstrating self-awareness as a Service and benefit the Task Force approach for preparing for the HMICFRS inspection.

# FINANCIAL IMPLICATIONs

HMICFRS preparation for the inspection is being dealt with as business as usual and has not been allocated a specific budget.

A Strategic risk has been created within JCAD identifying that funding for overtime may be necessary during the inspection dates for workshops and focus groups.

# Equality and Diversity Implications

There are no additional Equality and Diversity implications created by this report

# Workforce Engagement

A dedicated HMICFRS communications plan and employee engagement plan is live and is aligned to the HMICFRS dates for inspection.

# Legal Implications

The inspection of ECFRS by the HMICFRS forms part of a mandatory Home Office programme inspecting all 45 Fire and Rescue Services in England.